

Spec. Code: 1144
Occ. Area: 03
Work Area: 213
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 04/24/96

DIRECTOR OF STUDENT PUBLICATIONS

Function of Job

Under administrative supervision from a designated administrator, to exercise managerial responsibility for the operation of student publications on a campus.

Characteristic Duties and Responsibilities

1. directs and coordinates the activity of several student periodicals and/or publications to achieve sound conformance to budgetary limitations through sound fiscal planning and allocation of personnel
2. advises student editors and reporters on professional journalistic practices and techniques applicable to subjects covered
3. consults with supervisor regarding obligations and liabilities associated with campus-sponsored student press activities
4. counsels and advises the activities of student press managers
5. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in journalism or communications
2. five years of professional, post-baccalaureate journalistic experience in reporting, writing, editing, and/or production

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. advanced knowledge of methods, practices, and techniques of professional journalism

Director of Student Publications..... Edited
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